

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF
COMMAND MEMORANDUM

1. (H - 2 mins.)

NARRATOR READS:

“Ladies and Gentlemen, the (unit) _____ change of command ceremony will begin in 2 mins, Please be seated.”

(H Hour)

NARRATOR READS:

“Good morning ladies and gentlemen and distinguished guests, Welcome to the (unit) _____ change of command ceremony. Today the command and colors of the unit _____ will be passed from (outgoing commander) _____ to (incoming commander) _____.” “The Change of Command is a simple, traditional event that is rich with symbolism and heritage. Among our distinguished guests for today's ceremony are _____.”

Ladies and Gentlemen please raise for the inocation delivered by Chaplain _____.

“On behalf of the command flowers are being presented to (outgoing wife) _____ and (incoming wife) _____.”

2. Formation of Troops.

a. Units are moved to their positions on the final line from the western side of Sexton Field (backside). Units will enter from Mount Belvedere Blvd, by the fire break. Units will be in place 10 minutes prior to start of ceremony.

***NOTE: If this is an inclement weather ceremony announce that, “ This is an Indoor Ceremony.”**

NARRATOR READS:

“Ladies and Gentlemen, in a moment the adjutant will direct “SOUND ATTENTION” and our ceremony will begin.”

b. The band takes its position on the final line 12 steps to the right of the right flank unit. The units form on the final line. They are aligned and given the command **“PARADE, REST.”** To alert the units that the ceremony is about to begin, the adjutant (from his position near the band) directs **“SOUND ATTENTION.”** The band immediately sounds attention. Unit commanders immediately face about and command their units (in sequence from right to left) to

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

attention and then face about. When the last unit is at attention, the adjutant directs **“SOUND ADJUTANT'S CALL.”**

The band immediately sounds Adjutant's Call. The adjutant then moves immediately to his post midway between the line of troops and the designated post of the commander of troops and faces the commander of troops. When the adjutant has halted at his post, the commander of troops marches his staff midway between the line of troops and the reviewing officer's post.

c. When the commander of troops has halted at his post, the adjutant faces about and directs **“BRING YOUR UNITS TO PRESENT ARMS.”**

d. Unit commanders face about and in sequence command **“PRESENT, ARMS.”** They then face about and salute.

e. After all units are at present arms, the adjutant faces about, salutes, and reports **“SIR, THE COMMAND IS FORMED.”**

“The Commander of Troops for today's ceremony is _____

f. The commander of troops returns the salute of the adjutant and directs **“TAKE YOUR POST.”** (The members of the staff do not salute) The adjutant takes his post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member, and faces about. When the adjutant is in position, the commander of troops directs **“BRING YOUR UNITS TO ORDER ARMS.”** Unit commanders terminate their salutes, face about, command **“ORDER, ARMS,”** and then face about. When all units are at order arms, the left flank staff officer commands **“RIGHT, FACE; FORWARD, MARCH; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF, HALT; LEFT, FACE.”** At that time, the staff should be centered on, and two steps in front of the commander of troops.

g. When the units have completed order arms and the staff has reversed, the commander of troops then faces the reviewing stand and waits for the reviewing party (outgoing and incoming commanders) to take their post.

3. Presentation and Honors.

a. As the reviewing party moves to the reviewing stand, the narrator will announce the reviewing party to the audience.

NARRATOR READS:

The reviewing party for today's ceremony is composed of the outgoing commander and the incoming commander.

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

When the reviewing party has halted at their position on the reviewing stand, the commander of troops faces about and directs **“BRING YOUR UNITS TO PRESENT ARMS “**

Unit commanders face about, command **“PRESENT, ARMS,”** face to the front, and salute. When the units have completed this movement, the commander of troops faces about and commands his staff and himself to **“PRESENT, ARMS.”**

b. Upon completion of the presentation of command, the commander of troops commands his staff to **“ORDER, ARMS,”** faces about, and directs **“BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.”**

c. Unit commanders terminate their salutes, face about, and command **“ORDER, ARMS”** and **“PARADE, REST.”** They then face to the front and execute parade rest.

d. When all troops are at parade rest, the commander of troops remains facing the formation and directs **“SOUND OFF.”** He then brings himself and his staff to parade rest.

e. At the directive Sound Off, the band plays three Sound Off chords. At the conclusion of the third chord, the band moves forward playing a march in quick time. The band executes a left turn to march across the front of the troops. At the left of the line of troops, the band countermarches and returns over the same ground to the right of the line. After the band has passed beyond the right of the troops, it executes a right turn and countermarches again, and halts in its original position. When the band has halted, it will cease playing at the next convenient place in the music and will again play the three Sound Off chords.

f. Once COT directs “Sound Off” and the band is moving **NARRATOR READS:**

“Sound off is a ceremonial tradition that has been handed down over the decades since the earliest days of the American Army. On the command of SOUND OFF, it is customary for the band to march across the front of troops, then countermarch back across the front and halt in it’s original position. This tradition is said to have originated in the Crusades when troops offering themselves for Holy service were drawn up into a long formation and the band countermarched before those chosen to serve.”

4. Inspection.

a. When the commander of troops has faced the reviewing stand upon the completion of Sound Off, the commander of troops brings his staff to attention. This signals the incoming commander and the outgoing commander to move forward and halt three steps in front of the commander of troops.

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

b. The commander of troops salutes and reports **“SIR, THE COMMAND IS PREPARED FOR INSPECTION.”** The band begins to play marching music on the salute of the commander of troops and continues to play until the reviewing party has returned to their post.

NARRATOR READS:

“The reviewing party and commander of troops will now conduct an inspection by “trooping the line.” In days past, “trooping the line” enabled the soldiers to physically identify their leader and allowed the commander to personally observe and evaluate his soldiers and equipment; to judge for himself the capability to successfully engage in battle. (continue with unit history)

c. The commander of troops guides the reviewing party to the right flank of the band. The commander of troops and the incoming commanders march to the right of the reviewing officer. The reviewing party will pass behind the line of commanders (and battalion staff if appropriate) and in front of the units.

d. Upon the departure of the reviewing party, the senior staff officer commands the staff to **“PARADE, REST.”** After the inspection has been completed, the senior staff officer commands **“STAFF, ATTENTION”** before the return of the commander of troops.

e. When the reviewing party approaches the right flank of each unit, the unit commander faces about and commands **“COMPANY (BATTALION), ATTENTION.”** He then faces to the front and over his right shoulder commands **“EYES, RIGHT.”** On the command **“EYES, RIGHT,”** the company commander, executive officer, and platoon leaders execute eyes right and salute. The guidon bearers execute eyes right and present guidons.

NOTES:

1. When in battalion mass formations the battalion commander faces about and commands **“BATTALION, ATTENTION”** and **“EYES, RIGHT,”** but neither he nor his staff salute nor execute eyes right. The unit commanders, executive officers, platoon leaders, and guidon bearers salute. The battalion commander remains facing his unit, until the reviewing officer has passed the left front of his unit, at which time he commands **“ORDER, ARMS”** and **“PARADE, REST.”** He then commands his staff to **“PARADE, REST”** but remains facing his unit.

Each soldier turns his head to the right and, as the reviewing party comes into his line of vision, each soldier follows the party with his head and eyes, until the reviewing party reaches the front. At that point, the head and eyes of each soldier remain to the front. As soon as the reviewing

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

party has cleared the unit, the commander commands **“ORDER, ARMS.”** He then faces about and commands **“PARADE, REST,”** assumes the position himself, and remains facing his unit.

f. As the reviewing party approaches the colors, the commander of troops inconspicuously commands **“PRESENT, ARMS”** (six steps from the colors) and **“ORDER, ARMS”** (six steps beyond the colors). The color guard and bearers execute eyes right. The organizational color dips (salutes).

g. After passing in front of the troops, the inspection continues along the rear of the troops and terminates at the right flank of the band. The commander of troops commands **“Party, HALT.”** The bandmaster has the band play softly until the reviewing party members begin marching to their posts. The commander of troops faces to the half left in marching, takes two steps, halts, and faces about. The host or host commander repositions himself to the left of the reviewing officer. When the host or host commander is in position, the commander of troops and the reviewing officer exchange salutes. Upon termination of salutes, the reviewing officer and host or host commander immediately face to the half left in marching and return to their posts. The commander of troops hesitates momentarily and then faces to the right in marching and returns to his post.

h. When the outgoing commander has completed the inspection, the commander of troops faces about and directs **“BRING YOUR UNITS TO ATTENTION.”** Unit commanders face about and command **“COMPANY (BATTALION), ATTENTION,”** then they face about. When the command has completed the movement, the commander of troops commands **“COLORS CENTER (pause), MARCH.”** On that command, the colors are brought forward.

i. On the command **“MARCH,”** the colors march forward seven steps and halt one step in front of the line of company (battalion) commanders.

j. The staff of the commander of troops, on the command **“CENTER”** executes right face. On the command **“MARCH,”** the staff marches forward far enough to provide clearance for the colors. The staff then halts and executes left face on command of the rear staff officer.

k. The commander of troops marches forward and takes his post five steps in front of and centered on the Colors. He faces about and commands **“FORWARD, MARCH.”** The commander of troops and colors march forward. The commander of troops commands , **COLORS, HALT”** when he is about six steps from the reviewing party. He then salutes and reports **“SIR, THE COLORS ARE PRESENT.”** The outgoing commander returns the salute and directs **“PRESENT THE COMMAND.”**

l. The commander of troops faces to the right in marching, passes around the right flank of the Colors, and proceeds directly to his post, two steps in front of and centered on his staff, facing the units.

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

5. Honors to the Nation.

a. When the commander of troops is in position, he directs **“BRING YOUR UNITS TO PRESENT ARMS.”**

b. Unit commanders face about and command **“PRESENT, ARMS.”** Each commander then faces about and salutes. When all units have completed these movements, the commander of troops faces about and commands **“PRESENT, ARMS”** for himself and his staff. On the execution of the hand salute by the commander of troops, the band begins to play the National Anthem.

NARRATOR READS:

**“Ladies and gentlemen, please rise for the playing of the National Anthem,
(National Anthem complete)**

NARRATOR READS:

“Please be seated.”

c. The reviewing party and all military spectators salute while the National Anthem is being played.

6. Change of Command

a. On the completion of honors to the nation, the commander of troops commands **“DETACHMENT ORDER ARMS** faces about, and directs **“BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.”** Unit commanders terminate their salutes, face about, and command **ORDER, ARMS”** and **“PARADE, REST.”** They then face about and assume parade rest. The commander of troops faces about and commands **“PARADE, REST;”** the commander of troops and his staff execute parade rest.

b. As soon as the commander of troops and his staff have executed parade rest, the senior commander moves forward from his post (appropriately seated in the first row) and positions himself on the reviewing stand between the outgoing and incoming commanders. As the senior commander (division commander) move forward, the narrator announces his presence and his role in the ceremony.

(1) The reviewing party, under the command of the outgoing commander, moves forward to within four steps of the colors and halts with the senior commander centered on the organizational color.

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

(2) The command sergeant major moves from his post (at the rear of the reviewing party) by the most direct route and halts directly in front of the organizational color. The old and new commanders then take one step forward and execute facing movements so that they are facing each other. The command sergeant major removes the organizational color from the color bearer's sling (with his right hand above his left hand) and faces about.

NARRATOR READS:

Key to the change of command is the passing of the Unit's Colors. These Colors represent not only the Heritage and History of the unit. But also the unity and loyalty of it's soldiers. The colors are the commander symbol of authority. Representing his responsibilities to the organization. Wherever the commander is.... There also are the colors. The custodian of the colors is the Sergeant Major, as the Senior enlisted soldier in the unit, and principle advisor to the commander.

The ceremony begins as Command Sergeant Major _____ passes the colors to (outgoing command) _____ for the last time. (Outgoing commander) _____ passes the colors to (Senior commander) _____, thereby relinquishing his responsibilities and authority. (Senior commander) _____ passes the colors to (incoming commander) _____ charging the new commander with the same responsibility and authority.

By authority of paragraph _____, Army Regulation 600-20, the undersigned assumes command of the _____ signed (incoming commander), _____
Commanding.

At this point, the colors are passed.

(3) The outgoing commander passes the organizational color to the senior commander who grasps the color with his right hand above his left hand and, in turn, passes the color to the new commander who grasps the color with his left hand above his right hand. The incoming commander passes the color to the command sergeant major who grasps it with his right hand above his left hand, faces about, and returns the color to the color bearer's sling. As the command sergeant major faces about, both commanders execute facing movements back to their original direction facing the colors. The command sergeant major and the reviewing party face about and return to their post. As the incoming commanders return to his post, the incoming commander assumes the role of commander. Simultaneously Mrs. Drummond, escorted by an usher, and a designated awards carrier, move forward to the outgoing commander location on the field.

The commander of troops faces about and directs **"BRING YOUR UNIT TO ATTENTION"**

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF
COMMAND MEMORANDUM

When everyone is in position, the narrator Reads:

Ladies and Gentlemen please rise for COL and Mrs Drummond's awards presentation

NARRATOR READS:

COL. DRUMMOND'S AWARD

NARRATOR READS:

MRS. DRUMMOND'S AWARD

After the awards are presented, the following actions occur simultaneously:

NARRATOR READS:

LADIES AND GENTLEMEN, PLEASE BE SEATED

The CG moves to the podium.

COL Drummond moves back to the reviewing platform.

Mrs. Drummond is escorted by the usher to her seat.

The awards carrier returns to his position.

The commander of troops faces about and commands, **"BRING YOUR UNITS TO PARADE REST."** Unit commanders face about, and command, **"PARADE REST"** They then face about and assume parade rest. The commander of troops and his staff execute parade rest.

7. Remarks:

a. After the reviewing party resumes its position the senior commander, the incoming and outgoing commanders, or a distinguished guest may address the command.

NARRATOR READS:

"Ladies and gentlemen, (senior commander)_____.
(After remarks),

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

NARRATOR READS:

“Ladies and Gentlemen, (outgoing commander) - limit remarks to 5-7 minutes.
(After remarks)

NARRATOR READS:

“Ladies and Gentlemen, (incoming commander) - limit remarks to 1-2 minutes

b. Upon completion of the remarks, the commander of troops brings his staff to attention, faces about, and directs **“BRING YOUR UNITS TO ATTENTION.”** Unit commanders face about and command **“COMPANY (BATTALION) ATTENTION”** and the face about. The commander of troops faces about and commands **“DETACHMENT POST (pause) MARCH.”** On the command **“POST,”** the colors reverse march and halt. On the command **“MARCH,”** the colors step off and the band begins to play. The colors then return to their original post. As the colors pass his position, the commander of troops faces himself and his staff to the left and marches his staff back to the center of the field and faces them to the right. The commander of troops faces to the left; when the colors are in position, he then executes an about face and faces the reviewing officer.

8. Pass in Review.

a. When the commander of troops has faced the reviewing stand, the incoming commander directs **“PASS IN REVIEW.”**

b. The commander of troops faces about and directs **“PASS IN REVIEW.”** The band is then faced to the right and marched to a position that enables it to move straight forward onto the line of march without an initial turning movement, halts, and faces to the left. The left turn marker should be positioned to minimize the movement of the band.

c. Unit commanders face to the right when the commander of troops directs **“PASS IN REVIEW.”** The commander then faces to the left. The commander next to the band waits until the band moves into position. He then commands **“RIGHT TURN, MARCH”** loud enough for the band to hear. The band takes this command as its signal to begin playing and to march forward onto the line of march.

d. Other units move out in procession in the same manner and follow in column at the prescribed distance. For larger reviews commanders may command their units (in sequence) to parade rest while waiting their turn to move onto the line of march.

e. The band and each following unit change direction at points indicated by markers. The commander commands **“LEFT-TURN, MARCH.”**

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

The commander faces about while marching as his unit is making the turn. When his unit has completed the turn, the commander commands **“FORWARD, MARCH”** and faces back to the front.

f. All commanders, except the commander of troops, move with their staff into positions in the columns and at the head of their respective units just before turning onto the reviewing line.

g. The commander of troops and his staff move forward and execute turning movements to arrive at a position 12 steps in front of the drum major on the reviewing line.

h. On command, the commander of troops, the battalion and company commanders, their staffs, and the command sergeant execute **“EYES, RIGHT”** and salute at the eyes right marker. The commander commands **“READY, FRONT”** and terminates the salute when their staffs have reached the ready front marker.

i. The senior commander returns only the salute of the commander of troops. (The return of the salute by the senior commander represents the salute for all subordinate commanders. This enables the reviewing party to observe the review without being interrupted by frequent salutes.) The outgoing commander, the incoming commander, and military spectators salute the National color when it passes.

j. After terminating the salute, the commander of troops and his staff (without command) execute three wheeling movements and take their post with the commander of troops on line with and to the right of the reviewing party.

k. Troop units execute eyes right on command from their company commander or from the center company commander when in battalion mass. Commanders should give the preparatory command **“EYES”** over the right shoulder two steps from the marker as the right foot strikes the marching surface. The command of execution **“RIGHT”** is given when the right foot strikes the marching surface again and on line with the marker. On the preparatory command, the guidon bearer executes raised guidon. On the command of execution, the company commander, executive officer, and platoon leaders execute eyes right and the hand salute. The guidon bearer executes eyes right and present guidon. The right file continues to look straight forward and maintains correct distance. All other members execute eyes right and maintain alignment. When the rear of the unit has passed six steps beyond the reviewing party, company commanders command **“READY”** as the left foot strikes the marching surface and **“FRONT”** the next time the left foot strikes the marching surface. Unit personnel end their salutes and turn their heads and eyes to the front. The guidon bearer executes raised guidon on the command **“READY”** and returns to the carry position on the command **“FRONT.”**

l. When passing the reviewing party, the bandmaster salutes and continues to look straight forward, and simultaneously the drum major executes eyes right and salutes.

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF COMMAND MEMORANDUM

The other members of the band continue to play marching music without interruption. When the band has passed the reviewing party, the drum major has the band execute three left turns into a position in front of and facing the reviewing party and at least 12 steps from the left flank of the marching troops. As the colors pass, the bandmaster and drum major salute while the band continues to play marching music without interruption.

m. As the color guard passes the reviewing party, each member, except the right flank man, executes eyes right on the command of the senior color sergeant. The organizational color is dipped in salute.

9. Conclusion

a. When the last troop element has passed the reviewing stand and has executed ready front, the band goes into an eight-bar drum cadence.

NARRATOR READS:

“Ladies and gentlemen, please stand for the playing of the 10th Mountain Division (LI) Song and the Army Song.”

On the first beat following the drum cadence, the band begins playing (in place) “10th Mountain Division Song” followed by official version of “The Army Goes Marching Along.” At the appropriate time, the drum major has the band march forward and execute a left turn onto the reviewing line while continuing to play until the completion of the chorus.

b. At the completion of the Army song, the commander of troops and the senior commander face each other. The commander of troops salutes and states **“SIR, THIS CONCLUDES THE CEREMONY.”** The senior commander returns the salute, thus ending the ceremony.

c. It is appropriate for spectators to rise and stand at attention while “The Army Goes Marching Along” is being played.

d. All units will execute a column left once past the bleachers, marching away from Division Headquarters and exiting Sexton Field from where they entered.

(After the COT has completed his commands)

NARRATOR READS:

ANNEX A (SEQUENCE OF EVENTS WITH NARRATION) TO CHANGES OF
COMMAND MEMORANDUM

“Ladies and gentlemen, this concludes today's ceremony. You are cordially invited to say farewell to COL and Mrs. Drummond’s under the canopy and please join us in welcoming COL and Mrs. Barbero at the reception which will take place at The Commons. Thank you for attending today's (unit)_____ Change of Command Ceremony. Please drive carefully.”